

## Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Human Resources
<b>Position Title:</b>	Human Resources Coordinator	<b>Pay Grade:</b>	TBD
		<b>FLSA:</b>	Non-exempt
<b>Date:</b>	August, 2015	<b>Reports To:</b>	Human Resources Director

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### Purpose of Position

The purpose of this position is to manage time-keeping and accrual functions for the County, coordinate the recruitment and selection process and perform other generalist tasks as needed for the Jefferson County Human Resources Department.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Administers overall KRONOS timekeeping for Courthouse and provides training to department heads and staff; directs, problem solves, and coordinates KRONOS payroll timekeeping with other county departments in accordance with county ordinances, FLSA, state and federal regulations.
- Plans, coordinates, and directs the entire employment function for recruitment and selection; develops recruitment strategies, creates/places ads utilizing multi-media, and participates in the interview process as needed.
- Coordinates Employee Performance Appraisal Program, including 360-evaluations.
- Coordinates Unemployment Compensation benefits.
- Conducts new employee orientation in absence of Benefits Administrator.
- Coordinates Wage, Salary and Benefit Accrual Administration, assuring proper records are retained that support and authorize implementation/changes.
- Maintains confidential records in Human Resources Management data base, paper personnel files and medical record files.
- Provides financial and job information for employment verification.
- Performs receptionist duties for Administration and answers general questions from the public.
- Adheres to and promotes safety as a priority in the workplace.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

### **Non-Essential Duties and Responsibilities**

- Serves as backup to the Human Resources Benefits Administrator.
- Serve as Notary Public

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Two year Associate degree-in Human Resources with one to two years' experience with processing payroll and various clerical duties or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

### **Other Requirements:**

**Hours of Work:** Typically Monday – Friday, however, occasional evenings or weekend hours may be required.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date

## Jefferson County Position Description

**Name:****Department:** Human Resources**Position Title:**

Human Resources Specialist

**Pay Grade:**

TBD

**FLSA:**

TBD

**Date:**

August 2015

**Reports To:**

Human Resources Director

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### Purpose of Position

The purpose of this position is to provide generalist support activities in the human resource area that may include recruitment and selection activities, time-keeping and FLSA compliance tasks, and county-wide training coordination for the Jefferson County Human Resources Department.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Manages recruitment and selection process: Plans, coordinates, and directs the entire employment function for recruitment and selection, developing recruitment strategies, creating ads utilizing multi-media, and participating in the interview process as needed.
- Administers overall KRONOS timekeeping for Courthouse and provides training to department heads and staff; directs, problem solves, and coordinates KRONOS payroll timekeeping with other county departments in accordance with county ordinances, FLSA, state and federal regulations.
- Manages Employee Performance Appraisal Program, including 360 evaluations.
- Supports all aspects of Human Resources: Researches, provide recommendations; interprets HR related issues, laws, programs, and regulations as well as county policies and procedures; communicates with multi-disciplinary county staff regarding HR-related policies, procedures, and legislation; facilitates with other departments to improve efficiency of HR function.
- Develops training curriculums, coordinates presentations and provides training classes to county-wide department managers/supervisors on various Human Resources-related issues.
- Spearheads special Human Resources projects.
- Provides Wage, Salary and Benefit accrual Administration, assuring appropriate records and authorizations are retained.
- Manages Unemployment Compensation benefits.
- Responds to inquiries and develops custom reports for HR-related inquiries both internally and externally.
- Collaborates with HIPAA Privacy Officer to develop, maintains and assures compliance with HIPAA regulations
- Performs receptionist duties for Administration and answers general questions from the public.
- Adheres to and promotes safety as a priority in the workplace.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or may develop.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Serves as backup to the Human Resources Benefits Administrator.
- Serve as Notary Public

### **Minimum Training and Experience Required to Perform Essential Job Functions**

A Bachelors degree in Human Resources or related field and two to three years of related experience or any equivalent combination of education and experience that provides the necessary knowledge, skills, and abilities. Knowledge of Microsoft Office, AS400, KRONOS Timekeeping preferred.

### **Other Requirements:**

**Hours of Work:** Typically Monday – Friday, however, occasional evenings or weekend hours may be required.

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